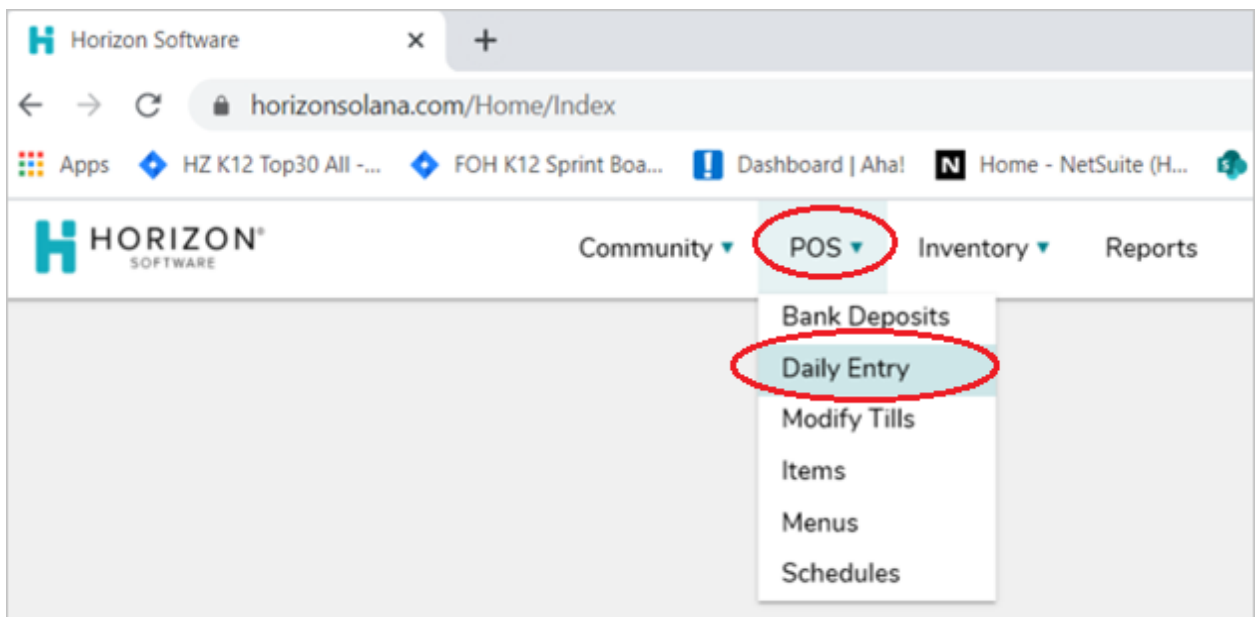


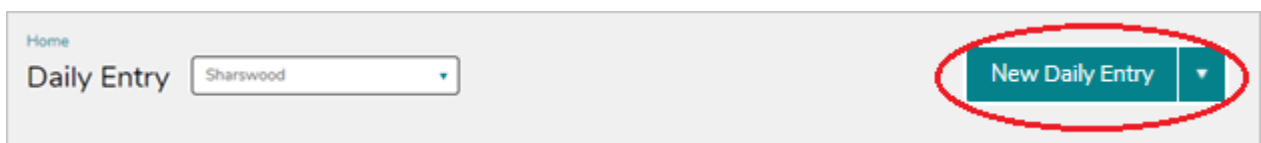
## Daily Entry Process – Summer Feeding

### 7 Day Meal Box Serving

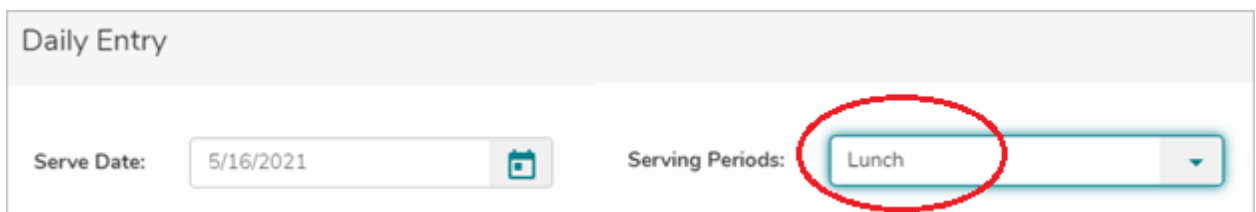
1. Go to <https://horizonsolana.com/>.
2. Enter your email address and password. Click Sign In.
3. Hover over the *POS* menu and click *Daily Entry*.



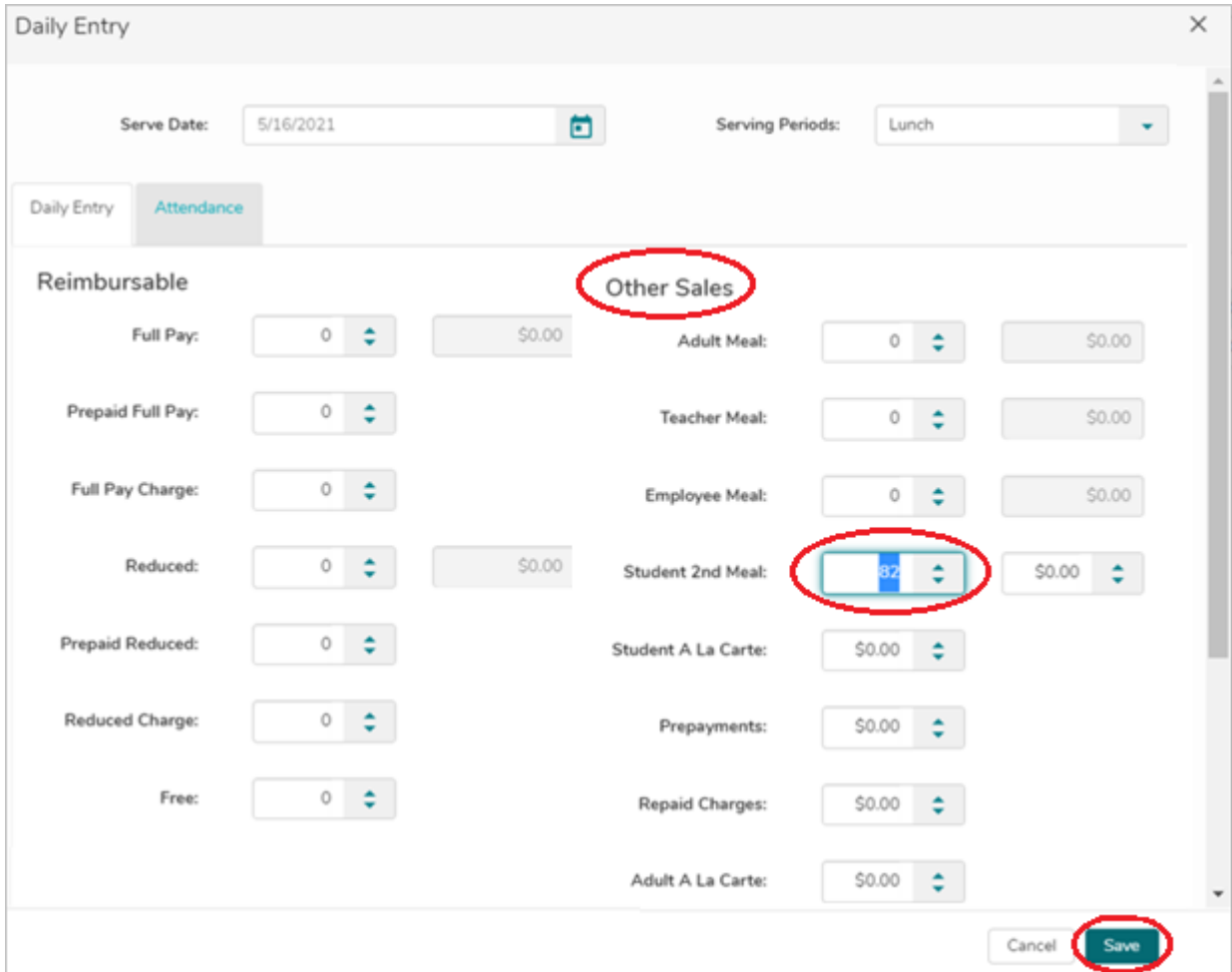
4. Select your site and click *New Daily Entry*.



5. For reporting 7 Day Meal Box counts, select the *Lunch* serving period.



6. Enter the total number of boxes served in the *Student #2 Meal* field in the *Other Sales* column and click *Save* in the bottom-right corner of the screen.



The screenshot shows the 'Daily Entry' window with the following details:

- Serve Date:** 5/16/2021
- Serving Periods:** Lunch
- Attendance:** Selected tab
- Reimbursable:** Full Pay: 0 (\$0.00), Prepaid Full Pay: 0, Full Pay Charge: 0, Reduced: 0 (\$0.00), Prepaid Reduced: 0, Reduced Charge: 0, Free: 0
- Other Sales:** Adult Meal: 0 (\$0.00), Teacher Meal: 0 (\$0.00), Employee Meal: 0 (\$0.00), Student 2nd Meal: 82 (\$0.00), Student A La Carte: \$0.00, Prepayments: \$0.00, Repaid Charges: \$0.00, Adult A La Carte: \$0.00

Red circles highlight the 'Other Sales' header, the 'Student 2nd Meal' input field containing '82', and the 'Save' button.

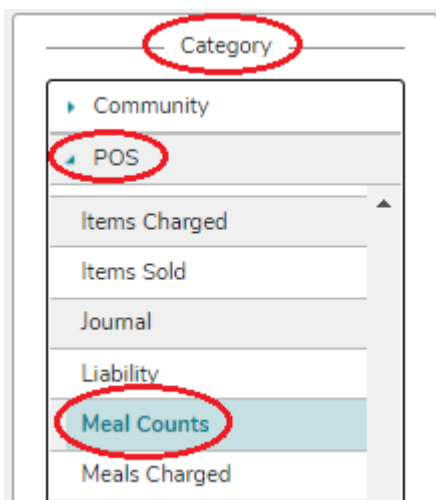
## Verifying your Box Counts

The Meals Count report is a simple way to check the number of boxes you have entered for accuracy. Running the report after the final serving period will provide a quick view of your totals.

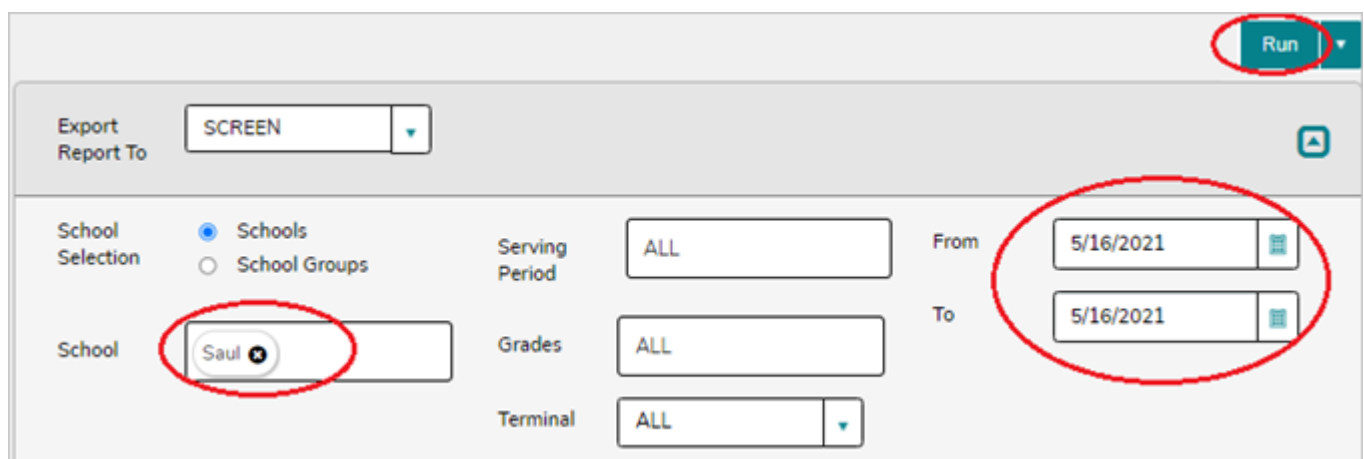
1. To access the Meal Counts report, select *Reports* from the menu bar.



2. In the *Category* menu on the left side of the screen, select *POS* and then select *Meal Counts*.



3. In the criteria selection on the right side of the screen, select the *school* you are serving in, the appropriate *From* and *To* (date range), and then click the *Run* button in the top-right corner of the screen.



- The report preview window will display (shown below). The *Second Meals* column in the *Lunch* row will show what you entered in the daily entry screen.

*Meal Counts Report Sample*

Meal Counts											
Start Date:	5/16/2021		Terminal:	ALL		Grade:	ALL				
End Date:	5/16/2021		Serving Period:	ALL		Run:	Detailed				
School:	Saul										
	Full Pay	Reduced	Free	Reimbursable Total	Second Meals	Employee	Adult	Teacher	Total Meals		
Standard	0	0	0	0	0	0	0	0	0		
Non-standard <sup>(1)</sup>	0	0	0	0	82	0	0	0	82		
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82</b>		
Serve Date	School	Serving Period	Full Pay	Reduced	Free	Reimbursable Total	Second Meals	Employee	Adult	Teacher	Total Meals
05/16/2021	Saul <sup>(2)</sup>	Breakfast				0	0	0	0	0	0
05/16/2021	Saul <sup>(2)</sup>	Lunch				0	82	0	0	0	82
05/16/2021	Saul <sup>(2)</sup>	Snack				0	0	0	0	0	0
05/16/2021	Saul <sup>(2)</sup>	Supper				0	0	0	0	0	0

Questions & Support – Dial: 215-400-3663 Option 2